## CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No		0	-833
	Page 1	of	3

Agency	Division/Unit
<b>Charles County Government</b>	Human Resources

Item No.	Description	Retention
1	Human Resources General Correspondence Incoming letters, outgoing letters, memorandum and miscellaneous departmental and outside agency information.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the MD State Archives.
2	Employee Leave Records Annual departmental employee leave records.	Retain for three years after employee termination, then destroy.
3	Employee Personnel Records  Files contain original applications, evaluations, awards, disciplinary actions, promotion letters, salary information, written correspondence, etc.	Retain for three years after employee termination, then destroy.
4	Recruitment Files Files contain employment applications, job descriptions, personnel requisitions and approvals to hire, job advertisements, and interview schedules.	Retain one year from date of action, then destroy.

Schedule A	pproved by	Department
Agency, or	Division Re	presentative

Typed Name Eugene T. Lauer
Title County Administrator

Schedule Authorized by State Archivist

## CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C-833

3.

Page 2 of 3

Agency

Division/Unit

Agency		vision/Unit		
Charles	County Government Hu	ıman Resources		
Item No.	Description	Retention		
:	RISK MANAGEMENT FILES			
1	Charles County Commissioners Notice of Claims and Lawsuits Files contain correspondence related to notice accident reports and investigative findings.	Notice of claim with no further action, retain 5 years then destroy. Notice of claim with lawsuit filed, retain 7 years after settled, then destroy.		
2	OSHA Log and First Report of Injury/Illnes Files contain injury/illness accidents, medical evaluations and invoices for payment.	Retain in Human Resources Office custody for 5 years following the year to which they relate and then destroy		
3	Dept. of Transportation Random Drug Test Files contain names of employees tested, test results, and testing bills.	•		
4	Material Safety Data Sheets Files contain material safety data sheets for chemicals and describe the common name and the manufacturer's name of each chemical first aide treatment procedures and fire fightin procedures.			
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## CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-833

Page 3 of 3

	(Continuation Sheet)			
Agency Charles		Division/Unit Human Resources		
Item No.	Description	Retention		
	BENEFIT ADMINISTRATOR FILES	·		
<b>1</b>	Employee Benefit Files Files contain health insurance information, life insurance information, and all other benefit information.	Retain for three years after employee termination or one year after termination of plan, then destroy.		
2	Employee FMLA Files Files contain information and documentation of employee leave usage covered by the Family Medical Leave Act.	Retain for three years after employee termination, then destroy.		
3	Retired Employee Benefit Files Benefit information on employees that have refrom Charles County Government. Files contacurrent health insurance information.			
•				

* , <u>A</u>		the first of the second	<u>+ </u>	
Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS A	OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275	AGENCY RECORDS INVENTORY	
JESSUP, MARYLAND 20794			PAGE OF	
1, Department/Agency	2. Division		3. Unit	
Charles County Governme	Human!	Resources		
DEFINITION - RECORD SERIES - A group of relate	d records normally filed an	nd used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year 1987 toPresent	
Correspondence Files	· · · · · · · · · · · · · · · · · · ·		1	
6 Record Series Description (Briefly describe the type Miscellaneous departmental in		•	•	
	·		•	
•		•		
7. Record Series Format(s)	8. Record Series S	Séquence	9. Volume	
XD Letter Size	X Alphabetic	al	☐ File Drawer(s) ☐ Microfilm Reel	
☐ Legal Size ☐ Computer Tape	□ Numerical	•	Q □ Computer Tape( Number □ Other (specify)	
☐ Bound Book ☐ Floppy Disk	☐ Chronolog	ical		
☐ Audio Tape ☐ Video Tape	☐ Geographi	cal	10. Annual Accumulation  III File Drawer(s)	
Other (specify)	☐ Other (spe	odiy)		
11. File is Used	<u> </u>	T 40 5" 5		
ti. File is Used	□ Monthly	12. File Becomes Inactive Af  10  Number	Month(s) & Year(s)	
13. Current Location(s) (Bidg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·	14. Is Record Series Duplica (If yes, specify agency of		
Personnel		Yes ID	No	
15. Access Restrictions ☐ Yes 💆 N	lo .	15. Audit Requirements		
(If Yes, cite Law(s) & Regulation(s)		None 🗆 State	☐ Federal ☐ Independent	
17. Is an Index System Used? (If yes, explain brie any hadware/software	fly and describe	18. Récomménded Rétention USE	CENERAL RETENTION	
□ Yes 15 No		1 <del>0 Years</del>	REVIEW ANNUMLY	
		· GA	A A A A A A A A A A A A A A A A A A A	
19. Name and Title of Preparer	20. Téléphoné Numbét	21.	Date	
	,			

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each now or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENE RECORDS MANAGEM 7275 WATERLO P.O. BOX : JESSUP, MARYL	ENT DIVISION O ROAD 275		OF
Oharles County Covernmen		Sou FCE C	3. Unit	
DEFINITION - RECORD SERIES - A group of relate	d records normally filed and used as	a unit for reference as	well as retention a	and disposition purposes.
4. Record Series Title Leave Records			5. Earliest Year,	
6. Record Series Description (Briefly describe the type End of year leave records.	es of informationn/documents/forms	found in the series. In	clude the purpose	or function of the series.
7. Record Series Format(s)	8. Record Series Sequence		9. Volume	
	☐ Alphabetical	•.		D File Drawer(s)  Microfilm Reel(s
□ Legal Size □ Computer Tape	□ Numerical		Number	☐ Computer Tape(s☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological			
☐ Audio Tape ☐ Video Tape	☐ Geographical		10. Annual Acc	umulation
☐ Other (specify) —————	b) Other (specify) <u>Yearly</u>		Number	☐ Computer Tape(s☐ Other (specify)
11. File is Used  □ Daily □ Weekly	Monthly	Becomes Inactive Alt	er Month(s)	El Year(s)
13. Current Location(s) (Bldg., Floor, Room)		Record Series Duplicat yes, specify agency of Yes 10		
Personnel Department			· · · · · · · · · · · · · · · · · · ·	
15. Access Restrictions ID Yes ID No (If Yes, cite Law(s) & Regulation(s)	) 16. Au	idit Réquiréments		
Confidential		Noné 🗆 State	Ti Federal	☐ Independent
17. is an Index System Used? (If yes, explain briefi any hadware/software	y and describe 18. Rec	commêndéd Rétention		•
□ Yes 💆 No		3 yrs Ar	TER TERMIN	Obstroy
19. Name and Title of Preparer	20. Telephone Numbér	21.	Date	

DGS 550-4 (Rev. 1/93)

10,	and the same of th	The second of the Control of the Second State		
Instructions - Type or Print a separate form for each now or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS M 7275 V F	OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3_ OF	
<ul> <li>I, Department/Agency</li> </ul>	2. Division		3. Unit	
Personnel				
Charles County Coller Rmond	t Human't	Resources		
DEFINITION - RECORD SERIES - A group of relate	d records normally filed and	d used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Title	•		5. Earliest Year/Latest Year 1913 to Present	
Personnel Files  6. Record Series Description (Briefly describe the type				
Active and Inactive employee disciplinary actions, promo	Giles combain bion letters, and	n applications, en l solary information	valuations,	
1				
7. Record Series Format(s)	8. Record Series S	Sequênce	9. Volume	
☑ Letter Size ☐ Microfilm	In Alphabetica	i ai	Active File Drawer(s)  Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical	•	Number	
☐ Bound Book ☐ Floppy Disk	☐ Chronologia	cal		
☐ Audio Tape ☐ Video Tape	☐ Geographic	z <b>a</b> l	10. Annual Accumulation  Si File Drawer(s)	
Other (specify)	□ Other (spec	city) 	Number D Microfilm Real(s)  Discomputer Tape(s)  Other (specify)	
11. File is Used . " Daily Deekly	□ Monthly	12. File Becomes Inactive Af Number	ter \$ Month(s)   Vear(s)	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Séries Duplica	led Elsewhere?	
Personnel Department File Room		(If yes, specify agency o		
15. Access Restrictions 10 Yes 11 No. (If Yes, cite Law(s) & Regulation(s)  Confidential Information		16. Audit Réquiréments  15 Noné 13 State	☐ Fédéral ☐ Independent	
17. Is an Index System Used? (If yes, explain brief any hadware/software	ly and describe	18. Récomménded Rétention		
□ Yes 😾 No		RETAIN FOR, 3 YR	S AKTER TERMINATION. THEN DESTEDY	
19. Name and Title of Preparer	20. Telephone Numbét		Date	

DGS 550-4 (Rev. 1/93)

	A-61 M41-1-1-1	SE SELECTION APPRIACES	ACENCY DE	CORDS INVENTORY
nstructions - Type or Print a separate form for each	RECORDS M	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		CORUS INVENTORT
now or revised record series, forward with Record Retention Schedule (DGS 550-1)	į į			4 of
J, Department/Agency	2. Division		3. Unit	
Personnel : -		7		
marks County Covernment		Keenster to the state of the	wall as talantian a	nd disposition purposes
DEFINITION - RECORD SERIES - A group of related	records normally filed an	G 0290 32 8 OUL for televence at	5. Earliest Year/	
4. Record Series Title Recruitment Files	··		1995 to F	
6. Record Series Description (Briefly describe the type	as of informations/document	inte/forme found in the series. I	ndude the purpose i	or function of the series.
Applications for employment with				
hire and job ads.	job descriptio	ms, personner requi		
	•			
			•	
1			•	
7. Record Series Format(s)	8. Record Séries	Sáduáncá	9. Volumé	
Ø Letter Size □ Microfilm	Ø Alphabetic	•		☐ File Drawer(s)☐ Microfilm Reel
□ Legal Size □ Computer Tape	D Numerical		Number	☐ Computer Tape(: ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	D Chronolog	taal	140	2 Color (openity)
☐ Audio Tape ☐ Video Tape	☐ Geographi	•	10. Annual Acc	
•		•	•	tii File Drawer(s) □ Microfilm Reel
Other (specify)	D Other (spe		Number	☐ Computer Tape(: ☐ Other (specify)
		<b>,</b>		· · · · · · · · · · · · · · · · · · ·
11. File is Used "  Dally Deekly	酱 Monthly	12. File Becomes Inactive A	ltèr Month(s)	Year(s)
13. Current Location(s) (Bidg., Floor, Room)		14. Is Hecord Sériés Duplic	aled Elsewhere?	
Personnel File Room	<u>.</u>	(II yés, spécify ágéncy II Yés II	or office) No	•
15. Access Restrictions 15 Yes D No	·	15. Audit Réquiréments		
(If Yes, cite Law(s) & Regulation(s)		DI None Di State	ti Fédérál	☐ Independent
Is an Index System Used? (If yes, explain brief any hadware/software	y and describé	18. Récommended Méléntio	n .	
☐ Yes 👸 No		A rears	•	· •
				THE OFFICE
		1 yr From	DATE OF ACTION	.

DGS 550-4 (Rev. 1793)

	<del></del>			
Instructions Type or print a		<u>.</u>	AGENCY RECORDS INVENTORY	
separate form for each new or				
K · · · · · · · · · · · · · · · · · · ·			5	
revised record series.		·	Page X of X	
1. Department/Agency 2.	Division		3. Unit/Program	
	XX		XX	
		•	<b>AA</b>	
Charles County Government H	uman Kes	Sources	<u> </u>	
DEFINITION: Record Series: a group of related records	normally filed and us	sed as a unit for reference	e as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
XX FMLA Files for E.	nolouees.	•	XX to XX	
AA TITOA	-it 2 2'		AA U AA	
Employee Benefit 5 6. Record Series Description	rileg. & Ked	strement Files		
6. Record Series Description				
(Briefly describe the types of information/documents			se or function of the series )	
(-1.0.1)				
* Files contain health in	curana indi	romation mas	wploves:	
x Files contian mentilities	ediance ind	0110004100100	ing toy day,	
retirement information	. life insu	rance inform	water dall	
other benefit inform			•	
OTHER DENETIT INFORM	caci.			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume(g	
i.  -			Number	
	Alpha Alpha	hetical	File Drawer(s)	
	≥ Yapııc		l <del> </del>	
			Microfilm Reel(s)	
Legal Size Computer Tape	e Nume	erical Computer Tape(s)		
r I		Other (specify)		
Bound Book Floppy Disk	Chron	nological		
			10. Annual	
Audio Tape Video Tape	Geog	raphical	Accumulation Number	
'				
Other (specify)	Othe	r (specify)	File Drawer(s)	
· · · · · · · · · · · · · · · · · · ·		• • • • • • • • • • • • • • • • • • • •	Microfilm Reel(s)	
			Computer Tape(s)	
		<del></del>	<del>                                    </del>	
			Other (specify)	
11. File is used:		12. File become	s inactive after Termination OF	
Daily Weekly Monthly		Month	(s) Year(s)	
_ weekly _ monthly			· · · · · · · · · · · · · · · · · · ·	
40.0 (D.11) E		44 1	05 D6NG+142	
13. Current Location(s) (Building, Flo	ook Room)		ries duplicated elsewhere?	
xx		Yes 🗙	No (If yes, specify agency or office)	
xx	_	$\overline{\mathbf{x}}$		
xx Benefit Administrators	FFICE	T T		
15. Access Restrictions		16. Audit Requir	ements None	
	1-44-33	ro. Addit Nequii	ements None	
Yes No (If yes, cite law(s) and i	egulation(s))			
* Confidential		State	Federal   Independent	
* Employee informat	ion	County		
17. Is an index system used?		18. Recommended retention		
☐ Yes ☒ No				
	************		& Parmonently	
(If yes, explain briefly and describe any hardware/so	oliwaje)	The second	The Busines after	
X		- PAUCELING 1	iles 3 years after	
x	•		مة بلد من من ما	
			termination THEN DESTROY	
19. Name and Title of Preparer 20	. Telephone Nun	ber	21. Date	
Name CINA Wright #	**さっ/ーとせき	5-0587	XX 4/1/98	
Title Assistant Director	<u> </u>			
OF HUMAN ROSALTORS				

1 YR AGTER TERMINATION OF PLAN

instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTORY			
	JESSUP	, MARYLAND 20794	PAGE 1 OF 1			
• ), D epartment/Agency	2. Division		3. Unit			
Personnel	Risk Manag	gement				
DEFINITION - RECORD SERIES - A group of related re	d used as a unit for reference as	well as retention and disposition purposes.				
4. Record Series Title Department of Trans Random drug testing	cord Series Title Department of Transportation (D.O.T.) andom drug testing					
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  Names of employees pulled for the random drug test, results of the test and a copy of the bill for each test. The use of this record is required by the D.O.T. The file needs to be retained for five years from the date of the test.						
4:		•				
7. Record Series Format(s)    Detter Size	8. Record Series S  Alphabetical Numerical Chronologic Geographic Other (spec	12. File Becomes Inactive Afte  5 Number  14. Is Record Series Duplicate (If yes, specify agency or	Month(s) \$\times \tag{\text{Z}} \text{ Year(s)} \\ \text{ad Elsewhere?}			
(If Yes, cite Law(s) & Regulation(s)  17. Is an Index System Used? (If yes, explain briefly a	and describe	□ None □ State  18. Recommended Retention	☑ Federal ☐ Independent			
any hadware/software ☐ Yes ፟ሿ No		years ) There over	Dasifory,			
	0. Telephone Number	21.	Date			
DGS 550-4 (Rev. 1/93)						

RETAIN FOR 5YRS AND UNTIL All AndIT REGINTEMENTS Have been fulfilled, THEN DESTTOY.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 1 OF 1
▼ /, D epartment/Agency	2. Division		3. Unit
Personnel	Risk Mana	gement	
DEFINITION - RECORD SERIES - A group of related rec	cords normally filed an	d used as a unit for reference a	s well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Material Safety Data Sheets (M.S.D.S.)			to <u>1997</u>
6. Record Series Description (Briefly describe the types of	of informationn/docume	ents/forms found in the series.	Include the purpose or function of the series.
The common name of the chemical treatment procedures and fire fi			he chemical. First aide
· 4.			
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
	☐ Alphabetical ☐ Numerical ☐ Chronological		☐ File Drawer(s) ☐ Microfilm Reei  M.S.D.S. ☐ Computer Tape(: Number 10 Other (specify)
☐ Bound Book ☐ Floppy Disk			3-ring binder
☐ Audio Tape ☐ Video Tape	☐ Geographic	zal .	10. Annual Accumulation  ☐ File Drawer(s)
□ Other (specify) —————	© Other (specify) By Dept.		M.S.D.S. Computer Tape( Number Other (specify)
			3-ring binder
11. File is Used: "  \$\frac{1}{2} Daily \$\frac{1}{2} Weekly	⊠ Monthly	12. File Becomes Inactive A	fter  Month(s)  □ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Personnel Office Safety Officers Office		14. Is Record Series Duplica (If yes, specify agency	
15. Access Restrictions ☐ Yes ☐ No		16. Audit Requirements	n have any chemicals
(If Yes, cite Law(s) & Regulation(s)		□ None 15 State	D Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retention RETAIN FET 40 years after discontinued use of the specific chemical, THEN DESTROY.	
19. Name and Title of Preparer 20.  DGS 550-4 (Rev. 1/93)	Telephone Number	21	I. Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE OF		
▼ I, D epartment/Agency	2. Division		3. Unit		
HC Pept	Pisk	Mant			
DEFINITION - RECORD SERIES - A group of related re	ecords normally filed an	d used as a unit for reference as	well as retention and disposition purposes.		
4. Record Series Title Charles County Commissioners Notice of Claims and Lawsuits			5. Earliest Year/Latest Year 1989 to 1997		
6. Record Series Description (Briefly describe the types	of informationn/docume	ents/forms found in the series. Inc	dude the purpose or function of the series.		
A file is maintained on all notices of claims and lawsuits filed against Charles County. The file would contain all correspondence related to the notice, accident reports and investigative findings.					
۲.					
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume		
15 Letter Size ☐ Microfilm		al	Xi File Drawer(s) ☐ Microfilm Reel(s)		
☐ Legal Size ☐ Computer Tape	□ Numerical	•	2 ☐ Computer Tape(s) Number ☐ Other (specify)		
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	ical .			
☐ Audio Tape ☐ Video Tape	☐ Geographic		10. Annual Accumulation		
□ Other (specify)	□ Other (spe		Number    Tile Drawer(s)   Microfilm Reel(s)   1/4   Computer Tape(s)     Number   Other (specify)		
11. File is Used	☐ Monthly	12. File Becomes Inactive Afte	or Month(s) & Year(s)		
13. Current Location(s) (Bldg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·	14. Is Record Series Duplicate	ed Elsewhere?		
Office of Chief, Risk Management  File room (2 boxes) C-Wing  (If yes, specify to the specific to the specify to the specify to the specific			gency or office) 섭 No		
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
		☑ None ☐ State	☐ Federal ☐ Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retention  Notice of claim with no further action - 5 yr  Notice of claim with lawsuit filed - 7 yrs  after settled  Any legal file or documents will be forwarded to County Attorney's Office prior to			
19. Name and Title of Preparer 2 DGS 550-4 (Rev. 1/93)	0. Telephone Number		val. * Add To legally Date Descriptions for EACH RECOLD LETTES		

1. Notice of Chim, with No Further Action, KETAIN 5 YTS, THEN DESTROY. 2. Notice of Chaim with Lawsut filed, RETAIN 7 YTS. After SETTLED, THEN DESTROY.

At .

Instructions - Type or Print a separate form for each now or revised record series, forward with Record	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY			
Retention Schedule (DGS 550-1)		P.O. BOX 275 P. MARYLAND 20794	PAGE I OF 1			
▶ I, D epartment/Agency	2. Division		3. Unit			
HR Department	Risk	Mgmt				
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
4. Record Series Title OSHA 200 Log - First Report of I	njury/Illness	ı.	5. Earliest Year/Latest Year 1992 to 1996			
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. The log and summary, OSHA 200 and the First Report of Injury Forms (replace supplementary record OSHA 101) must be retained for five (5) calendar years following the end of the year to which they relate. These files consist of injury/illness accidents, medical evaluations and invoices for payment.						
7 Pagard Sorias Format(s)	S Based Sadas 6		O Valuma			
7. Record Series Format(s)  ☑ Letter Size ☐ Microfilm  ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk	8. Record Series 5  Alphabetic  Numerical  Chronologi	al .	9. Volume    Image: Sile Drawer(s   Microfilm Record   Computer Tape   Other (specify)			
□ Audio Tape □ Video Tape  □ Other (specify)  11" x 17"	☐ Geographic	cal	10. Annual Accumulation    D   File Drawer(s)     Microfilm Rec     1/3   Computer Tape     Number   Other (specify)			
11. File is Used ''  XD Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) শ্রে Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  Personnel Office and Storage Area		14. Is Record Series Duplicate (If yes, specify agency or ☐ Yes				
15. Access Restrictions ID Yes D No (If Yes. cite Law(s) & Regulation(s) Confidential Contains employees social security numbers, birthdates, addresses and phone numbers		16. Audit Requirements  ☐ None Ø State	□ Federal 🏚 Independent  Insurance Carrier			
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software  □ Yes 茵 No Labeled		18. Recommended Retention  REMAIN Remain in Personnel Office custody for 5 years and then destroy.  To lowing Refer To which they Belate				
19. Name and Title of Preparer 20.  DGS 550-4 (Rev. 1/93)	Telephone Number	21.	Date			